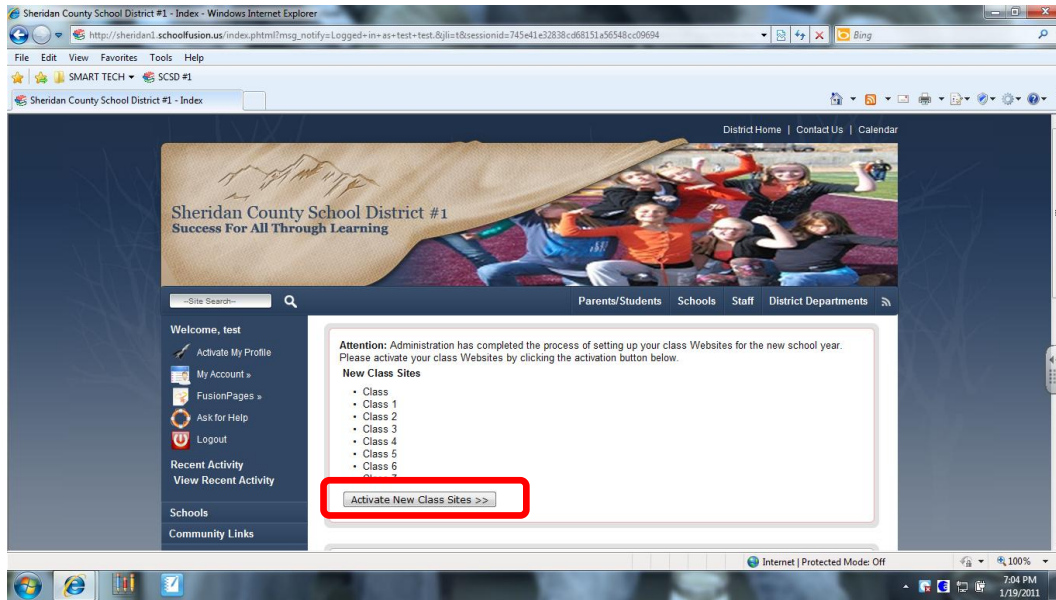


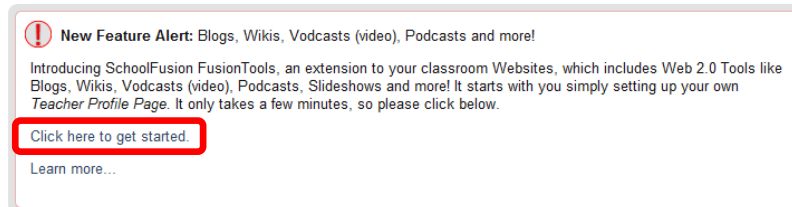
## Website Design Sheridan County School District #1

### Setting Up a SCSD #1 Webpage

- 1.) Sign in using your username and password at the top left of the SCSD #1 webpage ([www.sheridan1.schoolfusion.us](http://www.sheridan1.schoolfusion.us))
- 2.) The list on your screen is a class list generated from “Power School”. You must first “Activate New Class Sites”. You will do this by clicking this link located under your class list. By activating these pages, you will be creating a webpage for each class.



- 3.) A message will appear telling you how to finish set up for your account.

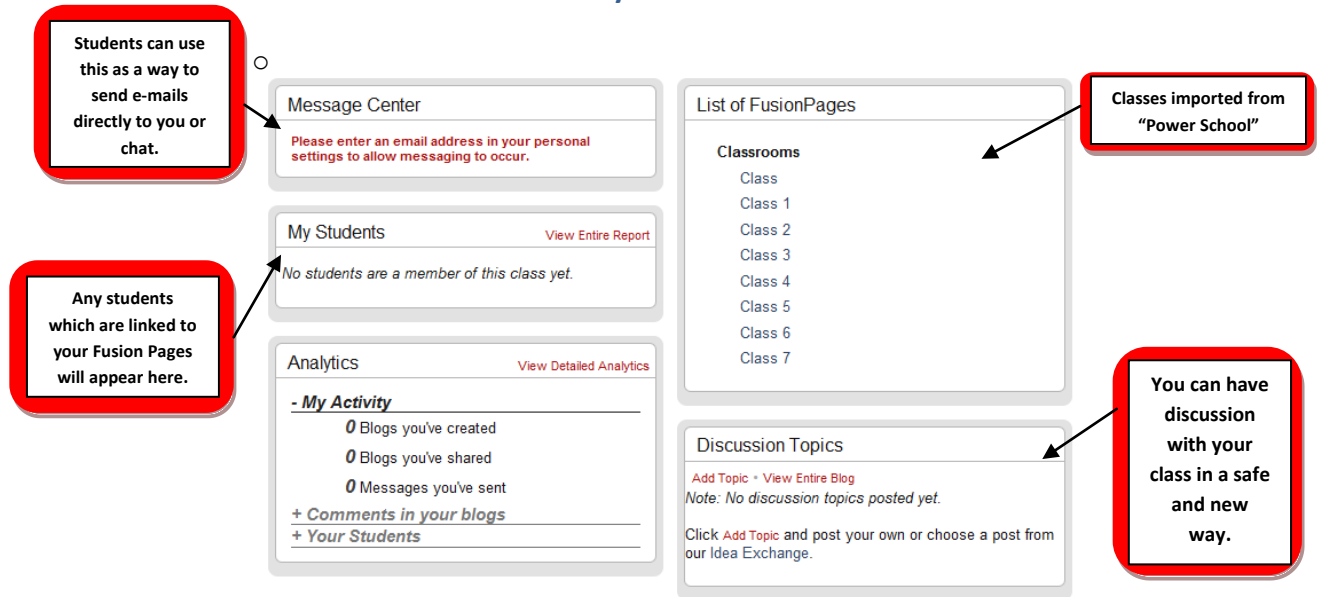


Three options will appear,

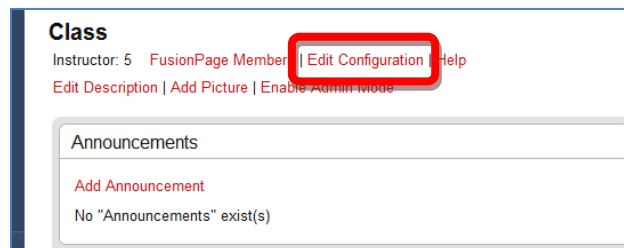
- My Public Name
  - MUST put “**Last Name, First Name**”. This will insure everyone in the district will be listed on the district profile in alphabetic order.
- My Picture
  - You don’t have to upload a picture at this time you can wait till a later date.
- Your Personal Statement
  - This is where you can give a brief description about yourself and your sections/grades you teach. This will show up as an introduction page that will link you and others to your class web pages.

A screenshot of the user profile setup form. It includes a header explaining that the FusionTools profile is the user's home page. The form has three main sections: 'My Public Name' with a text input field containing 'test test' and a note that the public name is what is displayed to users; 'My Picture' with a 'Browse...' button; and 'Your personal statement' with a rich text editor containing a blank area. At the bottom, there is a 'Save' button and a link to 'Use Plain Editor'.

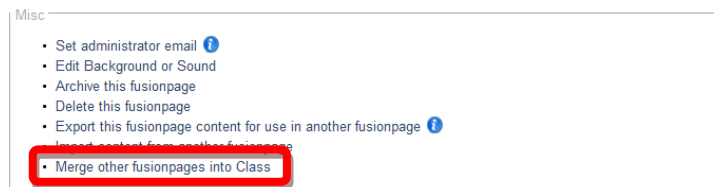
## Website Design Sheridan County School District #1



- 4.) If you would like a specific webpage for each class, you can keep it set up the current way and move on to fusion page tools.
- 5.) If you would like to have one or two pages only, rather than having your whole list from "Power School" you can "Merge" fusionpages together. Once you merge them together, you **CAN NOT unmerge them**. Merging the pages will still keep your class list but will combine the different sections together.
  - a. To merge pages click on any fusion page that you may want merged together.
  - b. Once a page is opened click "Edit Configuration"



- c. Scroll down to the bottom of the page and click "Merge other fusionpages into Class"



- d. All pages will appear except for the page you had originally clicked on. Check the boxes to the right of the classes you would like to merge. Remember, once this is done, there is no undo. You can choose all pages by checking all the boxes or just choose the classes you would like to join together. Click "Save" and a prompt box will open and ask you if you are sure you would like to merge the pages.